



# Participant Guide – AR353: Creating and Processing Billing

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State of Kansas



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## **AR353: Creating and Processing Billing Participant Guide**

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### **Course Overview**

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#### **Course Objectives**

Upon completion of the course, you will be able to:

- Explain the end-to-end process of billing including key terms and user roles
- Enter, create and research online bills
- Process and print Pro Forms and Invoices

#### **Agenda**

Today, we will cover the following topics:

- Key Billing Terms
- End-to-end Billing Process
- Billing Roles
- Entering Bills Online
- Copying Bills
- Create Recurring Bills
- Managing Installment Bills
- Researching Bills
- Processing and Printing Pro Forms

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#### **Participant Notes:**

## Lesson 1: Billing Overview

### Objectives

Upon completion of this lesson, you will be able to:

- Define key Billing terms
- Describe the end-to-end process of Billing
- Describe the Roles involved in Billing



### Key Terms

- **Standard Bill** – A bill that is created by manual, online entry using the Standard Billing pages defined by Frequency as Once, Onetime bills, Installment bills, or Recurring bills; also known as a regular bill.
- **Express Bill** – The process of entering bills online quickly by adding or cloning existing bill lines in bulk
- **Interface Bill** – A bill that is automatically created from data interfacing from Project Costing
- **Bill Type** – A category of activity that should be grouped together on a particular bill
- **Bill by Identifier** – This is also known as the Bill Type Identifier (Bill Type). SMART Billing uses the bill-by ID to define how to group billing activity on invoices when it is added to a bill through data interfacing from Project Costing. A bill-by ID that you define can appear as the default at the customer, bill source, bill type, and business unit levels.
- **Revenue Distribution Code** – Codes used to simplify the process generating accounting entries by defining a valid combination of ChartField values
- **Open Item** – Amounts that are billed to a customer but are not yet paid

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### Participant Notes:



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### **Topic 1: Key Billing Concepts**

#### **Billing offers:**

- Real-time receivable and billing visibility, tracking and control for reporting and financial data
- Streamlined approach that enables you to bill your customers quickly and efficiently
- Reduction of duplicate entries and manual processing due to complete integration with other SMART modules

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**Participant Notes:**

## Topic 2: End-to-End Billing Process

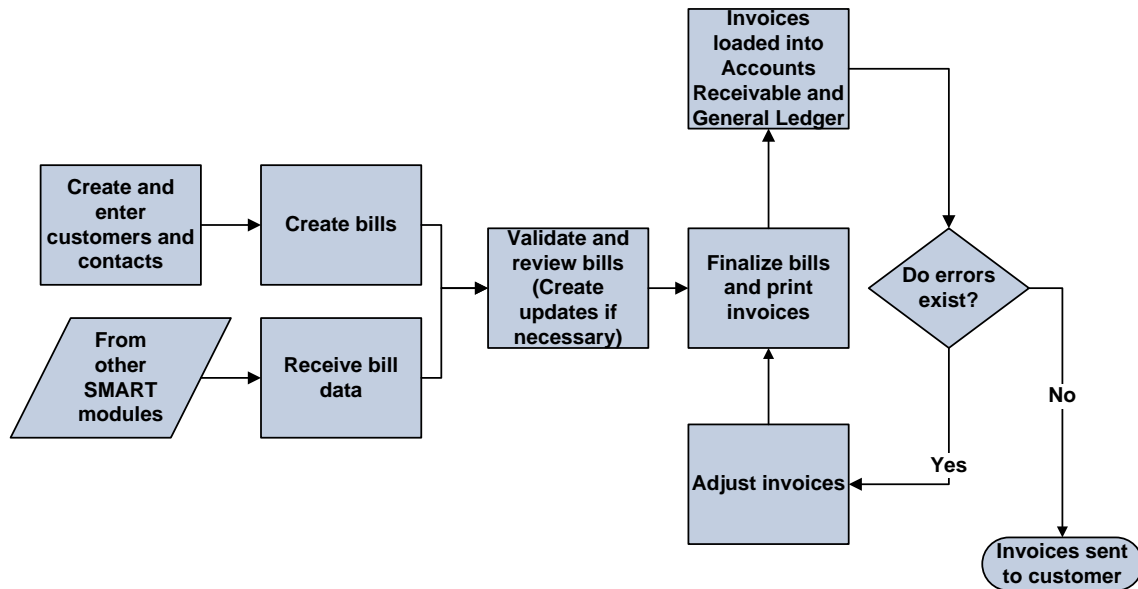


Figure 1. Billing Lifecycle Process

## Topic 3: Billing Roles

Role	Description
Billing Administrator	This role is responsible for setting bills to "ready" status and running the process to finalize invoices, as needed. This role also maintains agency-configured values in the Billing module.

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### Participant Notes:

Role	Description
Billing Processor	This role is responsible for creating new standard invoices and Pro Formas, copy single or groups of bills, reprint and review invoices, setting up and modifying installment schedules, creating new consolidated invoices, and printing invoices.
Central BI Configurator	This role is responsible for maintaining centrally controlled BI configuration values such as Remit To Addresses and Billing Sources.

*Table 1. Billing Roles and Role Descriptions*

## Lesson Review

In this lesson, you learned:

- How to define key billing terms
- How to describe the end-to-end Billing process
- How to define Billing roles



## Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Glossary  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Accounts Receivable and Billing Business Process Flows  
<http://www.da.ks.gov/smart/training/coursematerials/>
- SMART Accounts Receivable and Billing Job Aids—Billing Hierarchy  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Department of Administration Accounts and Reports  
<http://www.da.ks.gov/ar/>

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## Participant Notes:





## Lesson 2: Entering Bills Online

### Objectives

Upon completion of this lesson, you will be able to:

- Enter online bills
- Enter revenue distribution information
- Enter express bills

### Topic 1: Online Bill Entry

- Online bill entry enables you to enter bills manually into SMART. Each bill that you enter must have a header and at least one line.
- The order of page data entry is as follows: Header – Info 1, Line – Info 1, Line – Info 2 , and Acct. Rev Distribution page.

**Bill Header:** The bill header contains valuable information, such as the bill source, the bill type, the customer information, and payment terms. It also includes receivable information and any additional internal or printed notes that need to be included for the bill.

- Where the bill came from
- Where the bill is going
- When the bill is sent to the customer
- The frequency of the bill

**Note:** **Header Info 1** is general information and **Header Info 2** is additional information. This information is added when entering a regular bill.

Page Name	Navigation
Header –Info 1	Billing > Maintain Bills > Standard Billing > Header-Info 1

---

### Participant Notes:

Header - Info 1

Line - Info 1

Unit: 17300 Invoice: 173P&D27 Pretax Amt: 210.00 USD

Status:  Invoice Date:  Curr: USD

\*Type:  Source:  \*Frequency:

\*Customer:  SubCust1:  SubCust2:

Duncan Paper Supply

Cycle ID:  \*Invoice Form:  From Date:  To Date:

Pay Terms:  Pay Method:  Remit To:  Bank Account:

Accounting Date:  Account:

Sales:  Bill Inquiry Phone:

Credit:  Collect:  Biller:  Billing Authority:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation:

[Return to Setup Invoice Options](#)

Header - Info 1 | Line - Info 1

Figure 2. Header-Info 1 Page

Field	Description
Status	Status is usually defined as <i>NEW</i> , <i>RDY</i> , and <i>INV</i> to name a few of the options. Invoiced means that an invoice has been printed and an invoice number has been assigned. A non-invoiced bill is one that has not been printed. Bills are always created with a status of <i>NEW</i> and moved to <i>RDY</i> when they are ready to be invoiced. The change from <i>NEW</i> to <i>RDY</i> must be done by the user.
Invoice Date	Use this field to enter the invoice date. This can be a past, current, or future date.

### Participant Notes:



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Field	Description
Type	This field is also known as the <b>Bill by Identifier</b> and the <b>Bill Type Identifier</b> . Use this field to group billing. This field is agency specific. The SOK uses (Grants Management) <i>GM</i> for bills that are interfaced from Project Costing.
Bill Source	SOK is only using <b>Online</b> or <b>Contracts</b> for Bill Source
Frequency	Use this field to define the bill as either a <i>Recurring</i> , <i>Installment</i> or <i>One-time</i> bill
Customer	Use this field to enter the customer number if it was not entered on the <b>Bill Entry &gt; Add New Value</b> page
Cycle ID	This field is also known as <b>Bill Cycle</b> . This field is defaulted from the <b>Bill Type</b> and can be overwritten.
Invoice Form	The SOK only uses one type of Invoice Form, <i>STANDARD</i>
From Date/To Date	These fields are service dates, and are used as information on the bill/invoice only
Pay Terms	Use this field to enter bill payment terms.
Pay Method	Use this field to enter the payment method, for informational purposes only. SMART searches the customer record for a default payment method. If one is not found, SMART does not populate this field. This field can be overwritten. The SOK values for payment methods are: <i>CSH</i> (cash), <i>CHK</i> (check), and <i>EFT</i> (electronic fund transfer).
Remit To	The SOK only uses <i>REMIT</i> for this field.

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### Participant Notes:



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Field	Description
Bank Account	Use this field to select the <b>Remit To Account</b> . Each billing agency has one or more remit accounts. The account chosen on the bill determines what remit address is printed on the invoice. An example would be <i>173A</i> or <i>173B</i> . Agencies are responsible for differentiating between accounts if there is more than one.
Accounting Date	Use this field to enter the current SMART system date
Account	This field defaults from accounting set-up and should not be changed.
Sales	This field will default to <i>STATE</i>
Bill Inquiry Phone	Use this field to enter the phone number for the customer to call if there are questions regarding the bill. This field defaults from the <b>Bill Type</b> , but can be overwritten. This information is printed on the invoice.
Credit	The SOK uses <i>001</i> for this field
Collect	Use this field to enter collection information. The SOK values are <i>3RDPARTY</i> and <i>SETOFF</i> .
Biller	Use this field to enter the <b>Billing Specialist</b> information that is assigned to the customer. This field defaults from the <b>Bill Type</b> and can be overwritten.

Table 2. Header - Info 1 Page Elements

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### Participant Notes:



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### Line –Info 1 Page:

Use this page to enter bill line general data and the bill Identifier. Identifiers are created with an association with distribution codes.

Page Name	Navigation
Line – Info 1 Page	Billing > Maintain Bills > Standard Billing > > Line – Info 1

Header - Info 1

Line - Info 1

Unit: 17300

Bill To: 000000000000258

Pretax Amt: 210.00 USD

Invoice: 173P&D27

Duncan Paper Supply

Max Rows: 20

Bill Line

Find | View All

First 1 of 1 Last

Seq	Line	Table	Identifier	Description	Net Extended
1	1	ID	WRK ORD BILL (INV)	Work order billing (invoice)	210.00

Qty: 1.0000

UOM: EA

Unit Price: 210.0000

Gross Extended: 210.00

Line Type: REV

From Date: 12/01/2009

Tax Code:

Exempt Cert:

☒ Accumulate

Through Date: 02/01/2010

☐ Tax Exempt

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 210.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 210.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Line - Info 1

Page Series [Prev](#) [Next](#)

Figure 3. Line-Info 1 Page

### Participant Notes:



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Field	Description
Table	The value selected for Table determines what <b>Identifier</b> values are available. The SOK only uses the <i>ID</i> (PS/Billing Charge ID) value. <b>Note:</b> If the Table field is left blank, agencies can enter a one-time only identifier and description
Identifier	This code is used to bill for an item that is not usually classified as a product by normal business standards. By selecting an Identifier, the following fields default, <i>Description</i> , <i>UOM</i> , <i>List Price</i> , and <i>Distribution Code</i> . ( <i>List Price</i> and <i>Distribution Code</i> are optional on the <b>Identifier</b> set up, so some <b>Identifiers</b> may not have these values. All fields related to <b>Identifier</b> can be overwritten.
Description	This field defaults from the <b>Identifier</b>
Quantity	Use this field to enter the quantity of the goods or services.
Line Type	This field is a default value and will always be <i>REV</i>
UOM	This field defaults from the <b>Identifier</b>
From/Through Date	Use these fields to indicate the start/end date of the billing activity that the corresponding invoice covers
Unit Price	This field defaults based on the <b>Quantity</b> and the <b>Identifier</b> fields if a <b>List Price</b> was associated with an <b>Identifier</b> . This field can be overwritten.
Gross Extended	This field defaults based on values in the <b>Quantity</b> and <b>Unit Price</b> fields

Table 3. Line-Info 1 Page Elements

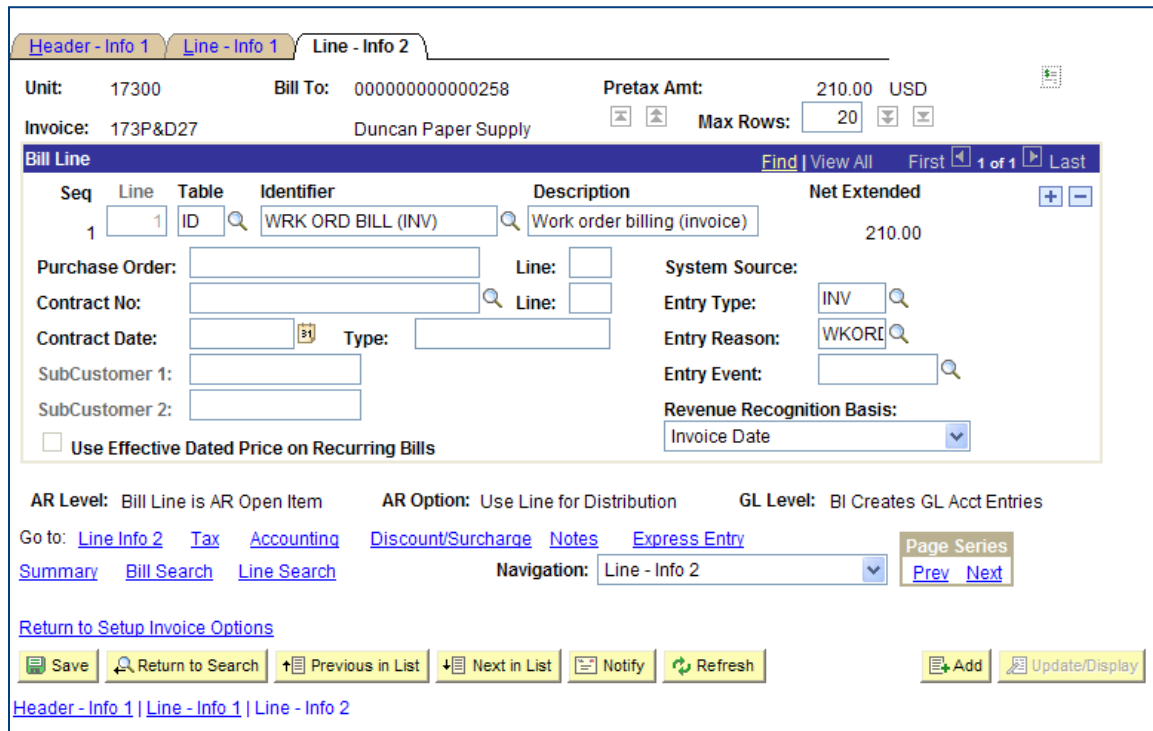
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### Participant Notes:

### Line-Info 2 Page:

Use this page to enter an entry type and reason code that relates to the distribution code. When bills move into Accounts Receivable, all billing distribution codes are no longer available. The only way to verify the accounting information in AR on a bill is to view the bills Entry Type and Reason Codes.

Page Name	Navigation
Line-Info 2	Billing > Maintain Bills > Standard Billing > Navigation drop-down > Line-Info 2



Unit: 17300 Bill To: 000000000000258 Pretax Amt: 210.00 USD  
Invoice: 173P&D27 Duncan Paper Supply Max Rows: 20

**Bill Line** Find | View All First 1 of 1 Last

Seq	Line	Table	Identifier	Description	Net Extended
1	1	ID	WRK ORD BILL (INV)	Work order billing (invoice)	210.00

Purchase Order: \_\_\_\_\_ Line: \_\_\_\_\_ System Source: \_\_\_\_\_  
Contract No: \_\_\_\_\_ Line: \_\_\_\_\_ Entry Type: INV  
Contract Date: \_\_\_\_\_ Type: \_\_\_\_\_ Entry Reason: WKORI  
SubCustomer 1: \_\_\_\_\_ Entry Event: \_\_\_\_\_  
SubCustomer 2: \_\_\_\_\_ Revenue Recognition Basis: Invoice Date  
☐ Use Effective Dated Price on Recurring Bills

AR Level: Bill Line is AR Open Item AR Option: Use Line for Distribution GL Level: BI Creates GL Acct Entries

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#) [Page Series](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 2 [Prev](#) [Next](#)

[Return to Setup Invoice Options](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Header - Info 1](#) | [Line - Info 1](#) | [Line - Info 2](#)

Figure 4. Line - Info 2 Page

### Participant Notes:



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Field	Description
Entry Type	Use this field to categorize the pending items that create items in SMART. <b>Entry Types</b> must be selected on a bill line because this value moves into Accounts Receivable. Entering the <b>Entry Type</b> does <u>not</u> create accounting entries, but when reviewing the item in Accounts Receivable, there is no way to easily identify what accounting line was created if there is no <b>Entry Type</b> on the bill. Entry types for SOK Billing are <i>INV</i> (Invoice) and <i>IF</i> (InterFunds).
Entry Reason	Use this field to categorize different uses for a single entry type. <b>Entry Reasons</b> alone or in association with <b>Entry Types</b> do <u>not</u> create accounting entries, but when reviewing the item in Accounts Receivable, there is no way to easily identify what accounting line was created if there is no <b>Entry Reason</b> on the bill.

Table 4: Line –Info 2 Page Elements

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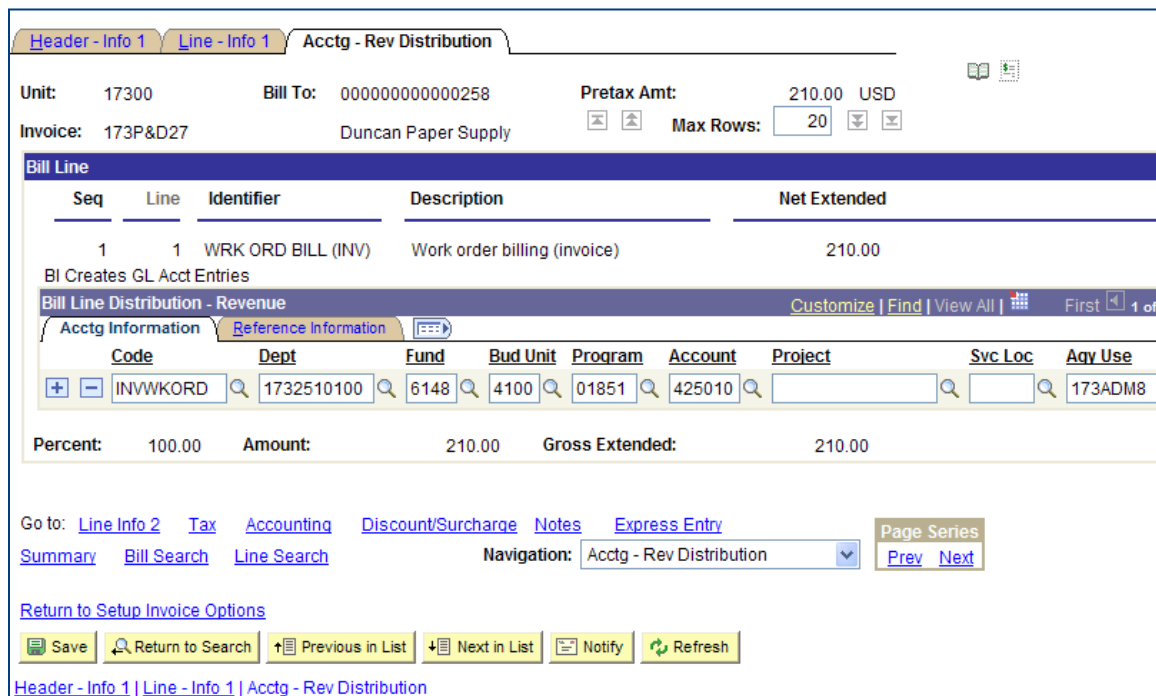
**Participant Notes:**



## Acctg – Rev Distribution Page:

Use this page to view/enter/update bill line accounting information.

Page Name	Navigation
Acctg-Rev Distribution Page	Billing > Maintain Bills > Standard Billing > > Header – Info 1 > Navigation drop-down > Acctg –Rev Distribution



The screenshot shows the 'Acctg - Rev Distribution' page. At the top, there are tabs for 'Header - Info 1', 'Line - Info 1', and 'Acctg - Rev Distribution'. Below the tabs, the 'Unit' is 17300, 'Bill To' is 000000000000258, 'Pretax Amt' is 210.00 USD, 'Invoice' is 173P&D27, and 'Duncan Paper Supply' is the vendor. The 'Max Rows' is set to 20. A 'Bill Line' table shows one line with 'Seq' 1, 'Line' 1, 'Identifier' WRK ORD BILL (INV), 'Description' Work order billing (invoice), and 'Net Extended' 210.00. Below the table, there are links for 'BI Creates GL Acct Entries', 'Bill Line Distribution - Revenue', 'Acctg Information', and 'Reference Information'. A search bar is present with fields for 'Code', 'Dept', 'Fund', 'Bud Unit', 'Program', 'Account', 'Project', 'Svc Loc', and 'Agg Use'. The 'Percent' is 100.00, 'Amount' is 210.00, and 'Gross Extended' is 210.00. At the bottom, there are navigation links like 'Go to: Line Info 2', 'Tax', 'Accounting', 'Discount/Surcharge', 'Notes', 'Express Entry', 'Summary', 'Bill Search', 'Line Search', and a 'Navigation' dropdown set to 'Acctg - Rev Distribution'. There are also buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

Figure 5. Acctg-RevDistribution Page

## Participant Notes:



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Field	Description
Code (Revenue Distribution Code)	<p>Revenue Distribution Codes are the combination of <b>Entry Type</b> and <b>Reason Codes</b>. If a Revenue Distribution Code does not auto-populate, then it is not associated with the selected <b>Identifier</b>. Agencies have the ability to change/enter the Revenue Distribution Code. However, if your agency is continually using a Revenue Distribution Code that is not associated with an <b>Identifier</b>, then it is in the agencies best interest to contact their AR Configurator to add the necessary Revenue Distribution Code to the <b>Identifier</b>.</p> <p><b>Note:</b> If the Revenue Distribution Code is changed, you <b>MUST</b> update the related <b>Entry Type</b> and <b>Reason Code</b>.</p>
ChartFields for SOK	<p>Use these fields to update <b>Accounts Receivable Distribution</b> codes, if necessary.</p> <p><b>Note:</b> Multiple Distribution Codes can be used per Bill Line, based off percent. However, the only ChartField that can be different is the <b>Account</b>. If a bill line needs to be split by ChartFields other than the <b>Account</b>, one line must be entered per <b>Distribution Code</b>.</p>

Table 5. Acctg-Rev Distribution Page Elements

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**Participant Notes:**



## AR353: Creating and Processing Billing Participant Guide

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### Note Pages:

SMART allows users to incorporate notes on bill headers and/or bill lines that can be seen on the customer invoice, or used for internal agency use only. There are two different types of notes, Standard and Free form.

Standard notes are notes that are generally used repeatedly on customers or specific invoices. For example, a standard note, within the note type of *ADJUST*, might state, "Please note that an adjustment has been made to your account to reflect the proper balance."

**Note:** Standard notes must be associated with a note type. Some standard notes are predefined in SMART. Agencies can also create and maintain standard notes. Free-form notes are generally notes that are customer or scenario specific.

### Header Note Page

Use this page to enter header notes.

Page Name	Navigation
Header Note	Billing > Maintain Bills > Standard Billing > Header – Info 1 > Navigation drop-down > Header – Note

---

### Participant Notes:

[Header - Info 1](#)
[Line - Info 1](#)
[Header - Note](#)

Unit: 33300 Bill To: Pretax Amt: 0.000

Invoice: NEXT [Customer Notes](#)

Bill Header Notes
Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note: 
☐ Internal Only Flag Note Type:

Note Text:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Note

[Return to Billing](#)

Save Notify Refresh

Add Update/Display

[Header - Info 1](#) | [Line - Info 1](#) | [Header - Note](#)

Figure 6. Header Note Page

Field	Description
Standard Note Flag	Use this check box to indicate the note is a standard note that the <u>customer</u> can see on the invoice
Std Note	Use this field to select the note as a <b>Standard Note</b> . Standard Notes are categorized in the <b>Note Type</b> field.
Internal Only Flag	Use this check box to indicate the note is for <u>internal</u> use only, and is not be seen by the customer

## Participant Notes:



## AR353: Creating and Processing Billing Participant Guide

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Field	Description
Note Type	Use this field to categorize/group notes. These can be standard notes or one-time only for a specific bill. Note types do not print on a specific invoice. Categorizing notes using note types allows for simpler searching for a specific note.
Note Text	This field is used for the auto-population of the <b>Standard Note</b> , or for <b>Free-form</b> notes. <b>Note:</b> If a standard note is used, agencies can include further description here.

Table 6. Header Note Page Elements

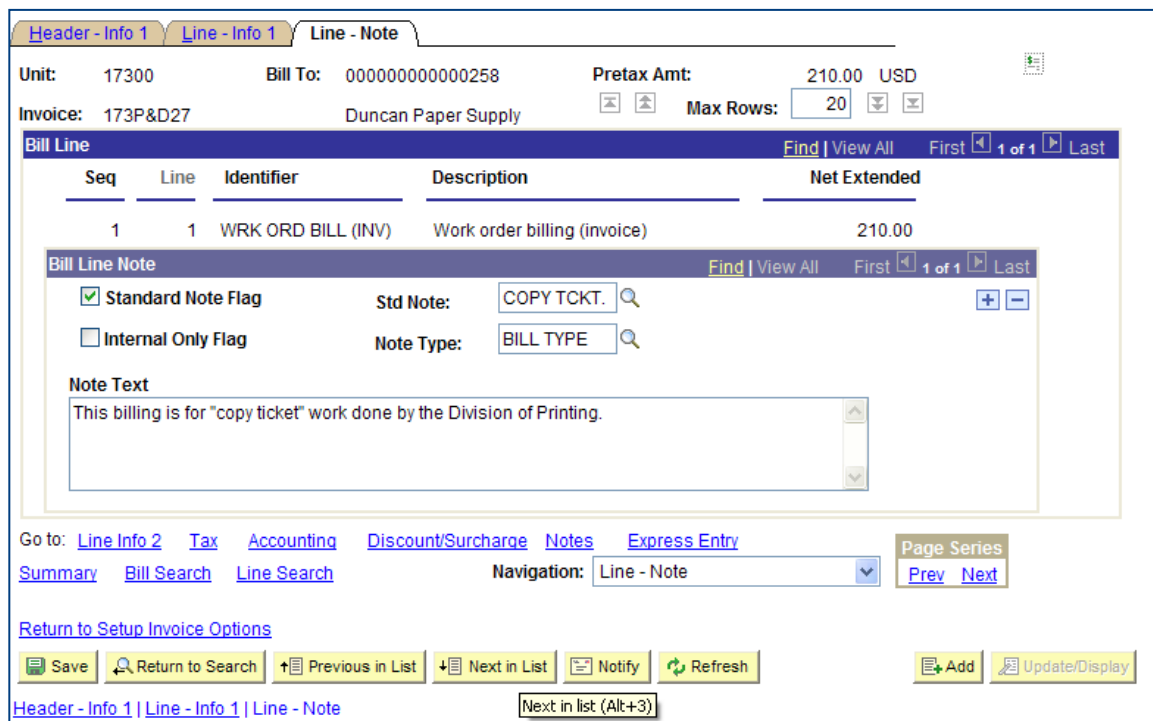
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**Participant Notes:**

## Line Note Page

Use this page to enter line notes.

Page Name	Navigation
Header Note	Billing > Maintain Bills > Standard Billing > Header – Info 1 > Navigation drop-down > Line – Note



Header - Info 1 | Line - Info 1 | **Line - Note**

Unit: 17300 Bill To: 000000000000258 Pretax Amt: 210.00 USD  
 Invoice: 173P&D27 Duncan Paper Supply Max Rows: 20

Seq	Line	Identifier	Description	Net Extended
1	1	WRK ORD BILL (INV)	Work order billing (invoice)	210.00

**Bill Line Note** Find | View All First 1 of 1 Last

☒ Standard Note Flag Std Note: COPY TCKT.  
☐ Internal Only Flag Note Type: BILL TYPE

**Note Text**  
 This billing is for "copy ticket" work done by the Division of Printing.

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Note Page Series: Prev Next

[Return to Setup Invoice Options](#)

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note Next in list (Alt+3)

Figure 7. Line Note Page

## Participant Notes:

## Topic 2: Revenue Distribution Codes

- Revenue distribution codes are set up and used in SMART Billing to generate a combination of ChartFields for funding
- These codes default from the Identifier and can be overwritten on the bill when necessary
- Distribution codes are created based directly on entry type and reason codes. If a distribution code is not selected, but entry type and reason codes are, ChartFields are **NOT** populated. Entry types and reason codes must be selected so that a record of distribution information can be found in Accounts Receivable.
- There may be situations when modifications to the ChartField information are necessary. This can be done by selecting a different distribution code. If a different distribution code is selected all ChartField information is removed, and new ChartField information is populated. You can change ChartFields within the defaults



### Walkthrough/Activity

We will now complete Activity 1: Online Bill Entry in your Activity Guide.

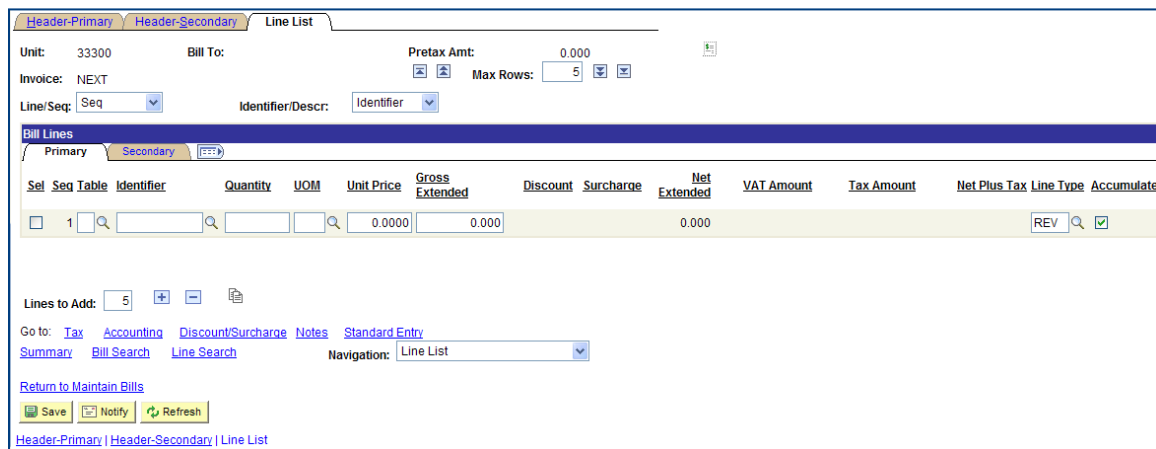
## Topic 3: Enter Express Bills

- SMART Express Billing combines the standard bill entry pages to reduce the number of pages that you need to access when entering bills online. Express billing enables you to:
  - Enter bills online quickly, especially when you have a large number of lines per bill
  - Add and clone existing bill lines in bulk
- When entering data on the **Add New Value** page for Express Billing, SMART auto-populates the necessary information on the **Header-Primary** page. It is best practice to verify that the information is correct before continuing to enter information on the **Line List** page.

---

### Participant Notes:

Page Name	Navigation
Line List Page	Billing > Maintain Bills > Express Billing > Line List



The screenshot shows the 'Line List' page in the SMART Billing system. At the top, there are tabs for 'Header-Primary', 'Header-Secondary', and 'Line List'. Below the tabs, there are input fields for 'Unit: 33300', 'Bill To:', 'Pretax Amt: 0.000', 'Invoice: NEXT', 'Line/Seq: Seq', and 'Identifier/Descr: Identifier'. A 'Max Rows' dropdown is set to 5. Below these fields is a table titled 'Bill Lines' with columns: Sel, Seq, Table, Identifier, Quantity, UOM, Unit Price, Gross Extended, Discount, Surcharge, Net Extended, VAT Amount, Tax Amount, Net Plus Tax, Line Type, and Accumulate. The table contains one row with '1' in the 'Seq' column and '0.0000' in the 'Gross Extended' column. Below the table, there are buttons for 'Lines to Add: 5', 'Go to: Tax, Accounting, Discount/Surcharge, Notes, Standard Entry, Summary, Bill Search, Line Search', and 'Navigation: Line List'. At the bottom, there are buttons for 'Save', 'Notify', and 'Refresh'.

Figure 8. Line List Page



### Walkthrough/Activity

We will now complete Activity 2: Enter Express Bills in your Activity Guide.

#### Topic 4: Updating Bills

- SMART Billing provides bill header data and bill line data online for inquiry, regardless of the bill status
- When updating bills, it is best practice to change the bill status to HOLD (*HLD*) while making changes to the bill
- End users cannot update bills with a bill status of *INV*. A rebill must be created. Rebills and other adjustments will be covered in AR354, Advanced Billing Process

#### Participant Notes:



## Lesson Review

In this lesson, you learned:

- How to enter online bills
- How to enter revenue distribution information
- How to enter express bills



## Walkthrough/Activity

We will now complete Activity 3: Entering Bills Using Standard and Express Billing in your Activity Guide.



## Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Glossary  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Accounts Receivable and Billing Business Process Flows  
<http://www.da.ks.gov/smart/training/coursematerials/>
- SMART Accounts Receivable and Billing Job Aids—Bill Entry Process, Billing Cycle ID, Payment Terms, Entry Types  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Department of Administration Accounts and Reports  
<http://www.da.ks.gov/ar/>

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## Participant Notes:

## Lesson 3: Copying Bills

### Objectives

Upon completion of this lesson, you will be able to:

- Enter and copy an existing bill
- Enter copy group header and detail
- Run Bill copying group process

### Topic 1: Copying Bills Overview

#### Copying Individual Bills

- There may be situations when you need to enter a bill that is very similar to an existing bill. You can choose to copy the existing bill and update this bill as necessary. Copying bills can save data entry time and minimize the potential for errors.
- You can copy any bill regardless of its status. When you copy a bill, all bill information including notes and accounting distribution is copied from the original bill. The only information that does not copy from the original bill is the *bill status*, the *invoice date*, and the *invoice number*.
- When you copy a bill, the new bill is created with a status of *NEW* and a blank invoice date. The current system date is specified as the date on which the bill was created. After a bill has been copied, you can edit any field.

#### Copying Groups of Bills

- You can define a group of bills to be copied together. In doing so, you must define a copy group header for each group of bills to be copied together. After you have defined the copy group header, you attach and use the bills as copy templates. You can assign as many bills as required to a copy group header. You must also assign the beginning date, ending date, and the new bill status to the copy group detail.

---

### Participant Notes:



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- You can choose any bill to be used as a copy template, regardless of the status. All bill information, including notes and accounting distribution is copied from the original bill. The only information that does not copy from the original bill is the bill status, invoice date, and invoice number. The new bill is created with the status designated by the copy detail, a blank invoice date, and the current system date as the bill-added date. You can edit any field on the newly created bill, if necessary.
- You can copy the same copy group an unlimited number of times within the date range defined. When using a copy group, you are not required to copy all the templates in the group. Instead, you can select which templates are to be copied.
- When you use a copy group for copying, the invoice number is set by default to *NEXT*. However, you can override the default and manually assign the invoice number (at the agency's discretion). For example, suppose your company leases office space in a building. Each tenant's monthly rent is set up as a recurring bill because the monthly rent is a predefined amount for the term of the lease. In addition to the building space, you provide each tenant with cleaning services, which are billed on an "as used" basis. To save data entry time, you can set up a template for each tenant's cleaning service charges as a copy group. Each month, you can select the templates for the tenants who have used the cleaning service. After the manually run copy group process is completed, the bills are ready to finalize and print.
- To copy groups of bills together in a group, you need to:
  - Define the copy group header information
  - Assign bills to the copy groups
  - Define the copy group details
  - Run the Bill Copy Group process (BICPYGRP)

---

### Participant Notes:

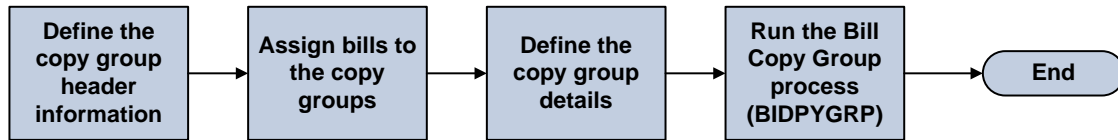


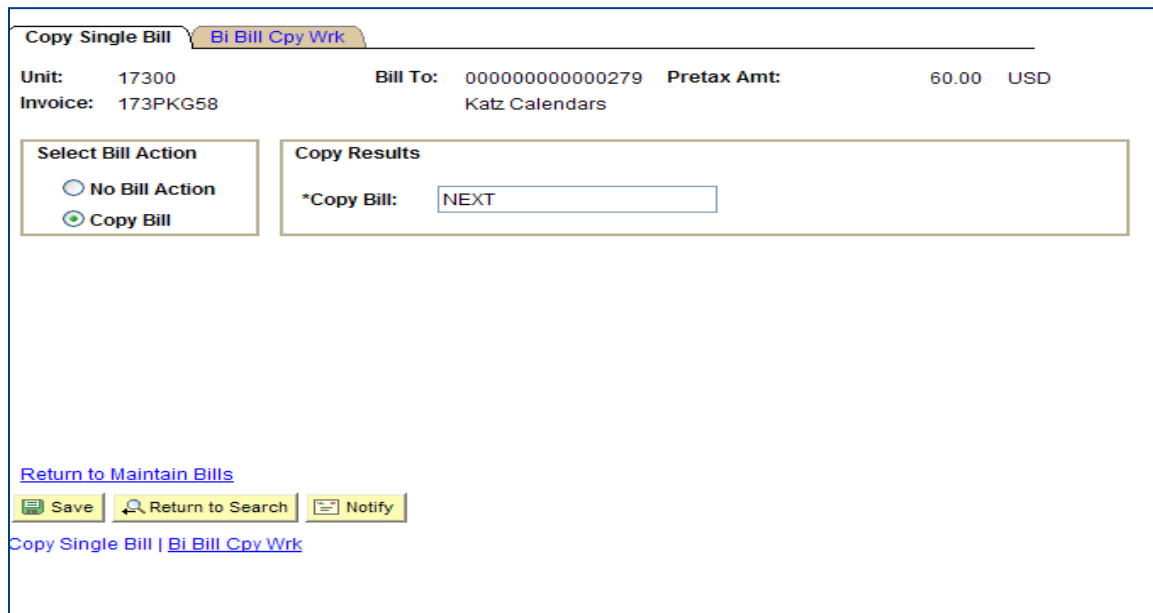
Figure 9. Copying Groups of Bills Process

## Topic 2: Enter and Copy an Existing Bill

### Copy Single Bill Page:

Use this page to copy the information of an existing bill to a new bill.

Page Name	Navigation
Copy Single Bill	Billing > Maintain Bills > Copy Single Bill > Enter Invoice Number to copy



The screenshot shows the 'Copy Single Bill' page with the following details:

- Unit:** 17300
- Bill To:** 000000000000279
- Pretax Amt:** 60.00 USD
- Invoice:** 173PKG58
- Katz Calendars**

**Select Bill Action:**

- ☐ No Bill Action
- ☒ Copy Bill

**Copy Results:**

\*Copy Bill:

[Return to Maintain Bills](#)

[Save](#) [Return to Search](#) [Notify](#)

Copy Single Bill | [Bi Bill Cpy Wrk](#)

Figure 10. Copy Single Bill Page

## Participant Notes:

## Header – Info1 Page:

Use this page to access and review bill header general information.

Page Name	Navigation
Header – Info 1	Billing > Maintain Bills > Copy Single Bill > Go To Bill Header – Gen. Info Link

Header - Info 1
Line - Info 1

Unit: 17300 Invoice: 173PKG61 Pretax Amt: 60.00 USD

Status: NEW Invoice Date: Curr: USD

\*Type: PKG Source: ONLINE \*Frequency: Once

\*Customer: 000000000000279 Address SubCust1: SubCust2:

Katz Calendars

Cycle ID: \*Invoice Form: STANDARD From Date: 02/01/2010 To Date: 02/28/2010

Pay Terms: NET30 Pay Method: CHK Remit To: REMIT Bank Account: 173E

Accounting Date: Account: 130100 AR Distribution

Sales: STATE Bill Inquiry Phone: 785-296-4613

Credit: 001 Collect: 3RDPARTY Biller: SSW Billing Authority:

Go to: Header Info 2 Address Copy Address Notes Express Entry

Summary Bill Search Line Search Navigation: Header - Info 1

Return to Maintain Bills

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Figure 11. Header - Info 1 Page

## Participant Notes:

### Line – Info 1 Page:

Use this field to enter bill line general data.

Page Name	Navigation
Line – Info 1	Billing > Maintain Bills > Copy Single Bill > Go To Bill Header – Gen. Info Link > Line – Info 1

Header - Info 1

Line - Info 1

Unit: 17300 Bill To: 000000000000279 Pretax Amt: 60.00 USD

Invoice: 173PKG61 Katz Calendars Max Rows: 20

Seq	Line	Table	Identifier	Description	Net Extended
1		ID	MISC. CHRG (INV)	Misc. charges (invoice)	60.00

Qty: 20.0000  
UOM: DAY  
Unit Price: 3.0000  
Gross Extended: 60.00

Line Type: REV  
From Date: 02/01/2010  
Tax Code:  
Exempt Cert:

☒ Accumulate  
Through Date: 02/28/2010  
☐ Tax Exempt

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 60.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 60.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Line - Info 1

Page Series  
Prev Next

Figure 12. Line - Info 1 Page

### Participant Notes:



## Walkthrough/Activity

We will now complete Activity 4 Enter and Copy an Existing Bill in your Activity Guide.

### Topic 3: Define Copy Group Header and Detail

#### Copy Group Header Page:

Use this page to define copy group header information. This is the first required step to define groups of bills to be copied together in a batch. This utility is useful if you have bills that you invoice each month and only a small portion of the information changes.

Page Name	Navigation
Copy Group Header	Billing > Maintain Bills > Define Bill Copy Group

Copy Group Header

Bill Copy Group ID: BILLGRP3  
Status: Active ▼  
Short Description: Maintain  
Description: Regular maintenance services

Save Notify
Add Update/Display

Figure 13. Copy Group Header Page

---

### Participant Notes:

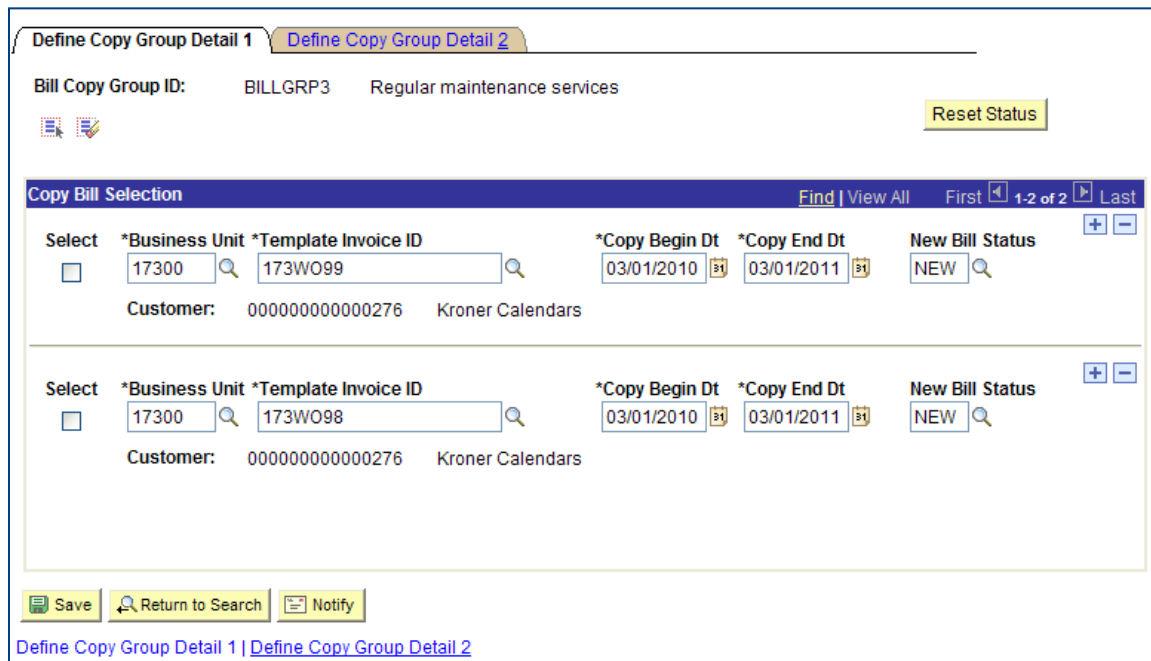
Field	Description
Status	Use this field to select the bill status of <i>Inactive</i> or <i>Active</i>

Table 7. Copy Group Header Page Elements

### Define Copy Group Detail Page:

Use this page to assign bills to appropriate copy groups. This is the second required step when defining groups of bills to be copied together in a batch.

Page Name	Navigation
Define Copy Group Detail	Billing > Maintain Bills > Define Copy Group Details



The screenshot shows the 'Define Copy Group Detail 1' page. At the top, there are two tabs: 'Define Copy Group Detail 1' (selected) and 'Define Copy Group Detail 2'. Below the tabs, the 'Bill Copy Group ID' is 'BILLGRP3' with the description 'Regular maintenance services'. There is a 'Reset Status' button. The main section is titled 'Copy Bill Selection' and contains a table with columns: 'Select', '\*Business Unit', '\*Template Invoice ID', '\*Copy Begin Dt', '\*Copy End Dt', and 'New Bill Status'. The table has two rows of data, both for '17300' and '173WO99' with dates '03/01/2010' and '03/01/2011', and status 'NEW'. The customer is '000000000000276 Kroner Calendars'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'. Navigation links at the bottom are 'Define Copy Group Detail 1' and 'Define Copy Group Detail 2'.

Figure 14. Define Copy Group Detail 1 Page

### Participant Notes:





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Field	Description
Select All 	Use this icon to select all invoices to copy
Deselect All Invoices 	Use this icon to deselect all invoices to copy
Template Invoice ID	Use this field to enter the invoice number to be copied
Copy Begin Dt /Copy End Dt	These fields represent the start and end copy dates for this template. When you initiate the copy bill group process, the system determines if the run date is within these copy dates.
New Bill Status	Use this field to enter the status that is assigned to the new bill; <i>HLD (Hold)</i> or <i>NEW</i>

Table 8. Define Copy Group Detail 1 Page Elements

---

**Participant Notes:**

### Define Copy Group Detail 2 Page:

Use this page to define copy group details. This is the third required step when defining groups of bills to be copied together in a batch. After running the Copy Group of Bills process, return to this page to verify invoice numbers or process error details.

Define Copy Group Detail 1
Define Copy Group Detail 2

Bill Copy Group ID: BILLGRP22    Reg. Maintenance services

Reset Copy Invoice ID

Clear Replace

Copy Bill Selection					Find   View All	First	1-3 of 3	Last
Select	Template Invoice ID	Copy Invoice ID	Replace Template	Copy Step				
<input checked="" type="checkbox"/>	173WO97	173WO251	<input type="checkbox"/>	DON				<div>+</div> <div>-</div>
Customer: 000000000000276 Kroner Calendars								
<input checked="" type="checkbox"/>	173WO98	173WO252	<input type="checkbox"/>	DON				<div>+</div> <div>-</div>
Customer: 000000000000276 Kroner Calendars								
<input checked="" type="checkbox"/>	173WO99	173WO253	<input type="checkbox"/>	DON				<div>+</div> <div>-</div>
Customer: 000000000000276 Kroner Calendars								

Save

Return to Search

Previous in List

Next in List

Notify

[Define Copy Group Detail 1](#) | [Define Copy Group Detail 2](#)

Figure 15. Define Copy Group Detail 2 Page

Field	Description
Reset Copy Invoice ID	Use this button to reset all of the copy invoice IDs to <i>NEXT</i> . Before running the process again, reset the copy invoice IDs. Otherwise, the system attempts to reassign the old invoice IDs to the new bills and an error occurs.

### Participant Notes:



## AR353: Creating and Processing Billing Participant Guide

Statewide Management, Accounting and Reporting Tool



Field	Description
Clear Replace	Use this button to clear the <b>Replace Template</b> check boxes for the entire group
Copy Invoice ID	Use this field to define the invoice number of the new bill. The default field value is <i>NEXT</i> . It is best practice to leave the default value, but if you have authorization, you can override this default with any number if that number is not a duplicate of an existing invoice.
Replace Template	<p>Use this checkbox to make the bill the “template” from which you copy when making changes to the original bill and want to keep those changes every time you copy bills. The copy is identical to the template. You can use either the original bill or the new copy as the template. You can change the resulting copy through bill entry. For example, you can add lines, alter amounts and dates, or modify header and line notes on the bill that you just created through the copy process. In addition, you can incorporate all changes into the new template to include the modifications that you make to this bill (which is now the new template in the copy group) in any subsequent copy processes.</p> <p>Select the <b>Replace Template</b> check box in conjunction with bill status change. If you do not select this option, the templates do not change and SMART uses the old version the next time that you run the copy process.</p>
Copy Step	This field displays the status of the last copy bill group run

Table 9. Define Copy Group Detail 2 Page Elements

---

### Participant Notes:



## AR353: Creating and Processing Billing Participant Guide

Statewide Management, Accounting and Reporting Tool



### Walkthrough/Activity

We will now complete Activity 5: Define Copy Group Header and Detail in your Activity Guide.

#### Topic 4: Run Bill Copying Group Process

After you have defined a copy group header and assigned bills, run the bill copy group process to produce bills identical to the template bills. This is the fourth required step to copy a bill group.

#### Run Bill Copy Group Page:

Use this page to process the group of bills you wish to copy.

Page Name	Navigation
Run Bill Copy Group Page	Billing > Maintain Bills > Copy Bill Group

---

**Participant Notes:**

Run Bill Copy Group

Run Control ID: BillCopyGrp\_dp
[Report Manager](#)
[Process Monitor](#)
[Run](#)

Language: English

\*Bill Copy Group ID: BILLGRP3

Change Field Values For

Bill Header From Date: 03/01/2010 To Date: 03/01/2011

Bill Line From Date: 03/01/2010 To Date: 03/01/2010

Set Field Values

Invoice Date: 03/01/2010

Accounting Date: 03/01/2010

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)

Figure 16. Run Bill Copy Group Page

Field	Description
Bill Copy Group ID	This field is the <i>Copy Group ID</i> that was created on the <b>Define Copy Group</b> page
Bill Header From /To Date	Use these fields to create new To and From header dates
Bill Line From/To Date	Use this field to enter new To and From bill dates
Invoice Date	Use this field to enter the invoice date. This can be a past, current, or future date.
<b>RUN</b> button	Click to start the Copy Group Process <b>BICPYGRP</b>


Table 10. Run Bill Copy Group Page Elements

### Participant Notes:


**Process Scheduler Request**

User ID: TRAINING150 Run Control ID: BillCopyGrp\_dp

---

Server Name:  Run Date:  

Recurrence:  Run Time:

Time Zone:  

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Copy Group of Bills	BICPYGRP	Application Engine	Web	PDF	<a href="#">Distribution</a>

Figure 17. Process Scheduler Request Page

Click the OK button to return to the *Run Bill Copy Group* page. Click the Process Monitor button. When Run Status is Success and Distribution Status Posted, the bills have been copied.



### Walkthrough/Activity

We will now complete Activity 6: Run Bill Copying Group Process and Amend a New Bill in your Activity Guide.

### Lesson Review

In this lesson, you learned:

- Key concepts of copying bills
- How to enter a bill and copy an existing bill
- The definition of copy group header and detail
- How to run Bill copying group process

### Participant Notes:

---



## AR353: Creating and Processing Billing Participant Guide

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### Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Glossary  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Accounts Receivable and Billing Business Process Flows  
<http://www.da.ks.gov/smart/training/coursematerials/>
- SMART Accounts Receivable and Billing Job Aids  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Department of Administration Accounts and Reports  
<http://www.da.ks.gov/ar/>

---

**Participant Notes:**



## Lesson 4: Create Recurring Bills

### Objectives

Upon completion of this lesson, you will be able to:

- Create a bill template
- Run the Generate Recurring Bills process

### Topic 1: Creating Bill Templates

- To create a recurring bill template, enter a new bill that specifies a billing cycle ID with recurring bill parameters, set **Recurring** as the frequency, and complete the **Recurring Bill Schedule** page
- Recurring bills are created, according to the defined schedule established when the Recurring Bill Generation process is run
- Recurring bills cannot be created until the recurring bill template is set to the status of *RDY*

Page Name	Navigation
Recurring Bill Schedule	Billing > Maintain Bills > Standard Billing > Recurring Bill Schedule Link

---

### Participant Notes:



Recurring Bill Schedule

Unit: 33300    Template Invoice: 0000678571

Start Date: 08/01/2009    ☒ Pre-Assign Invoice Numbers

End Date: 07/31/2010    ☐ Use Header Dates For Lines

Recurring Schedule

Find | View All

First 1-2 of 12 Last

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
08/05/2009	09/14/2009	0000678572	Y	08/06/2009
Bill Header From Date: 08/15/2009		To Date: 09/14/2009		
09/05/2009	10/14/2009	0000678573	N	
Bill Header From Date: 09/15/2009		To Date: 10/14/2009		

[Return to Bill Entry](#)  
[Return to Maintain Bills](#)

Save

Return to Search

Previous in List

Next in List

Notify

Figure 18. Recurring Bill Schedule Page

Field	Description
Template Invoice	This is the number from the invoice you are using as a template. SMART auto-generates the number when the original bill was created.
Start Date	Use this field to enter the start date of the recurring bill schedule
End Date	Use this field to enter the ending date of the recurring bill schedule
Pre-Assign Invoice Numbers	Select this field if you want SMART to pre-assign invoice numbers in a recurring schedule

### Participant Notes:



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Field	Description
Use Header Dates for Lines	Select this checkbox to use the bill header <b>From</b> and <b>To Dates</b> on the bill lines (for invoices that have not been generated). Do not select if you prefer the line <b>From</b> and <b>To Dates</b> to appear by default from the recurring bill template.
Generate Rev. Rec. Schedule 	Use this icon to generate a recurring bill schedule, or to regenerate if changes were made
Recurring Schedule Section	The recurring bill schedule is shown once you generate the schedule
Generate Date	This field is auto-populated based on the billing cycle selected on the <b>Header – Info 1</b> page once the <b>Generate Rev. Rec. Schedule</b> is run
Invoice Date	This field is auto-populated based on the billing cycle selected on the <b>Header – Info 1</b> page once the <b>Generate Rev. Rec. Schedule</b> is run
Invoice	When generating the invoice, SMART uses the value in this field as the invoice <b>ID</b> . If the invoice value is <i>Next</i> , SMART assigns the next available invoice number in the sequence once that invoice is generated. If <b>Pre-Assign Invoice Number</b> is selected, SMART assigns all of the invoice numbers to the recurring bills when you save the page.
Inv. Generated	This indicates whether SMART generated the invoice for the corresponding line. If the indicator is <i>Y</i> (yes), the date on which the invoice was generated appears under <b>Date</b> .

Table 11. Recurring Bill Schedule Page Elements

### Participant Notes:



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### Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Creating Recurring Bill Templates and Defining Schedules.

### Topic 2: Running the Generate Recurring Bills Process

- Generate recurring bills after the bill template with bill schedule is created. The bill template also needs to be set to **RDY**. Recurring bills are created when the Generate Recurring Bills process is run.

#### Generate Recurring Bills Page:

Use this page to generate recurring bills.

Page Name	Navigation
Generate Recurring Bills	Billing > Maintain Bills > Create Recurring Bills

---

**Participant Notes:**

Generate Recurring Bills

Run Control ID: daily1

Report Manager

Process Monitor

Run

Language: English

\*Business Unit: 33300

Range Selection

☒ All
 ☐ Bill Cycle
 ☐ Invoice ID
 ☐ Cust ID

Save

Notify

Add

Update/Display

Figure 19. Recurring Bill Schedule Page

Field	Description
Business Unit	Use this field to enter your agency specific business unit. You must enter a business unit.
Range Selection	Use this selection area to choose the range of bills based on <b>Bill Cycle</b> , <b>Invoice ID</b> , <b>Customer ID</b> , or all the above. It is best practice to use <b>Invoice ID</b> so one division of an agency does not accidentally create a recurring bill for another division of that agency who might not be ready to create their own recurring bills.

Table 12. Recurring Bill Schedule Page Elements

## Participant Notes:



### **Walkthrough/Activity**

We will now complete a walkthrough using a UPK simulation: Running the Generate Recurring Bills Process.

### **Lesson Review**

In this lesson, you learned:

- How to create a bill template for recurring bills
- How to run the generate recurring bills process



### **Walkthrough/Activity**

We will now complete Activity 7: Entering and Processing Recurring Bills in your Activity Guide.



### **Additional Resources**

The following are additional resources that provide more detail about the topic we have covered:

- SMART Glossary  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Accounts Receivable and Billing Business Process Flows  
<http://www.da.ks.gov/smart/training/coursematerials/>
- SMART Accounts Receivable and Billing Job Aids  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Department of Administration Accounts and Reports  
<http://www.da.ks.gov/ar/>

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### **Participant Notes:**

## Lesson 5: Managing Installment Bills

### Objectives

Upon completion of this lesson, you will be able to:

- Enter an installment bill
- Build an installment bill schedule
- Run the Generate Installment Bill process

### Topic 1: Entering an Installment Bill

- Each installment-billing invoice carries its own information for accounting. SMART copies the default information from the template for installment billing invoices to the individual installment invoices.



### Walkthrough/Activity

We will now complete Activity 8: Entering an Installment Bill in your Activity Guide.

### Topic 2: Building an Installment Bill Schedule

- SMART Billing enables to build a schedule for installment bills. You can customize the schedule based on your customer's requirements. Tasks in building a schedule include:
  - Adding billing terms applied to the installment bills
  - Generating a bill schedule based on an installment bill plan
- After an installment bill is created, the bill status must be changed to RDY to allow for processing (this is done on the Header-Info 1 page)

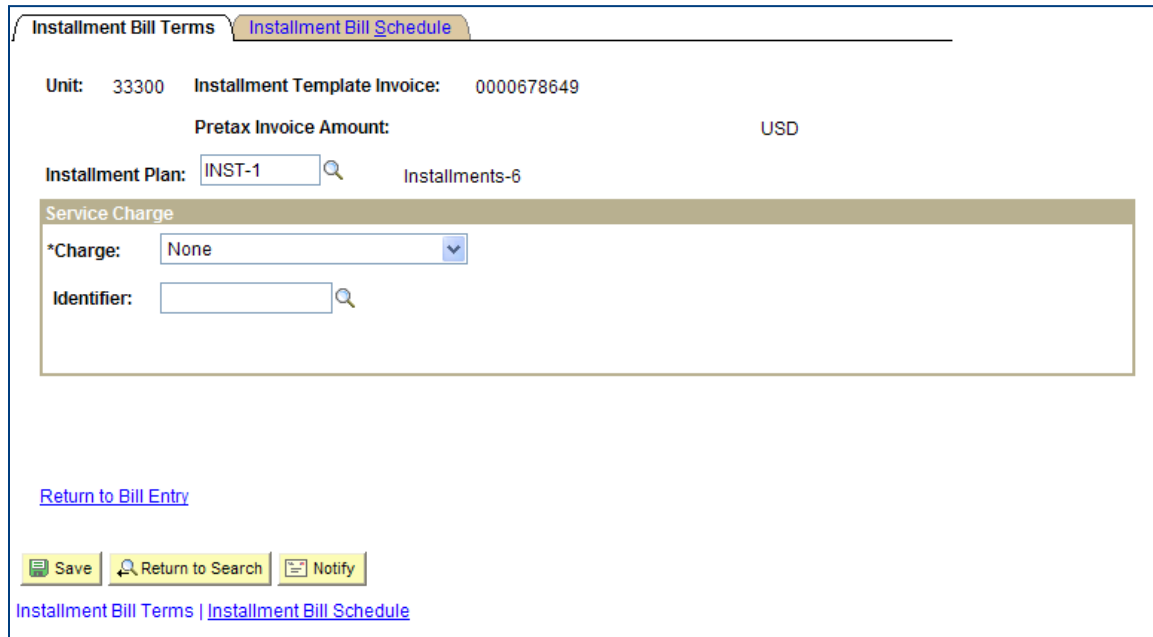
### Installment Bill Terms Page:

Use this page to select installment-billing plans.

---

### Participant Notes:

Page Name	Navigation
Installment Bill Terms	Billing > Maintain Bills > Standard Billing > Installment Bill Schedule Link



The screenshot shows the 'Installment Bill Terms' page with the 'Installment Bill Schedule' tab selected. The page displays the following information:

- Unit: 33300
- Installment Template Invoice: 0000678649
- Pretax Invoice Amount: USD
- Installment Plan: INST-1 (with a search icon)
- Installments-6
- Service Charge section:
  - \*Charge: None (dropdown menu)
  - Identifier: (text input field with a search icon)
- Return to Bill Entry (link)
- Buttons: Save, Return to Search, Notify
- Footer: Installment Bill Terms | Installment Bill Schedule (links)

Figure 20. Installment Bill Terms Page

Field	Description
Installment Plan	Use this field to identify a predefined plan

Table 13. Installment Bill Terms Page Elements

### Installment Bill Schedule Page:

Use this page to create schedules based on the installment billing plan and bill cycle parameters.

### Participant Notes:


Page Name	Navigation
Installment Bill Schedule	Billing > Maintain Bills > Standard Billing > Installment Bill Schedule Link > Installment Bill Schedule

[Installment Bill Terms](#)
[Installment Bill Schedule](#)

Unit: 33300    Installment Template Invoice: 0000678606







Pretax Invoice Amount: 200.00    USD






Installment Plan: INST-1    Installments-6

Start Date:   ☐ Pre-Assign Invoice Numbers

Installment Billing Schedule

[Installment Billing Schedule](#)
[Installment Billing Schedule 2](#)
[Installment Billing Schedule 3](#)

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
1	09/17/2017 	NEXT	100.00	<input type="text"/>  
2	09/18/2017 	NEXT	100.00	<input type="text"/>  

 Save
  Return to Search
  Previous in List
  Next in List
  Notify

[Installment Bill Terms](#) | [Installment Bill Schedule](#)

Figure 21. Installment Bill Schedule Page

Field	Description
Start Date	Use this field to enter the date from which the installment bill schedule is effective

### Participant Notes:





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Field	Description
Pre Assign Invoice Numbers	Select this check box to have SMART assign all of the invoice numbers to the installment bills when you save the page. Clear this check box to have SMART assign invoice numbers when you generate installment bills.
Generate Installment Bill Schedule 	Use this button to generate the installment bill schedule for percentage installments or equal installments plans. If you change any of the schedule information on this page, the <b>Generate Installment Bill Schedule</b> button name changes to <b>Regenerate Installment Bill Schedule</b> . Regenerating an installment bill schedule deletes and replaces any lines for which installment bills have not already been generated.
Number	This is an auto-populated field that holds the number of the installment bill in sequential order. This field cannot be changed or updated.
Generate Date	Use this field to enter the date on which you want the system to generate the invoices. The system generates only installment bills with a generate date that is equal to or earlier than the current date. However, if you choose to Generate an Installment Bill Schedule, SMART auto populates the generate date.
Installment Amount	This field is auto populated by SMART with the pre-defined bill amount. This field cannot be changed or updated

Table 14. Installment Bill Schedule Page Elements

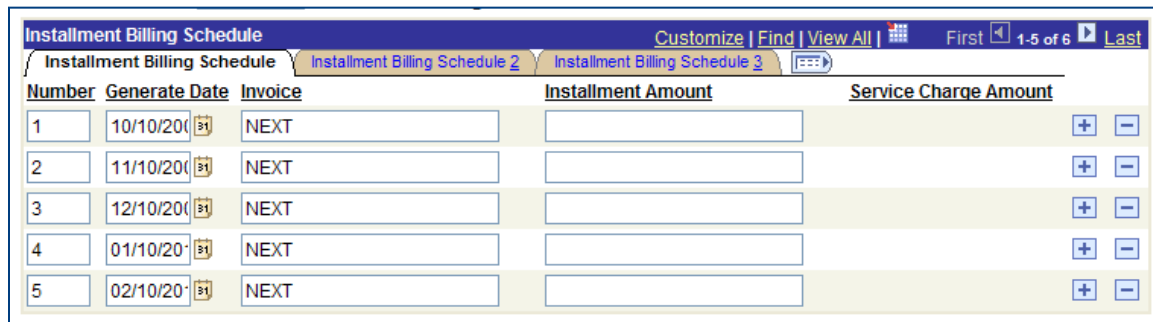
---

### Participant Notes:

## Installment Billing Schedule Tab Expanded:

This tab displays the bill schedule generated for the installment bill.

Page Name	Navigation
Installment Billing Schedule Tab Expanded	Billing > Maintain Bills > Standard Billing > Installment Bill Schedule Link > Installment Bill Schedule



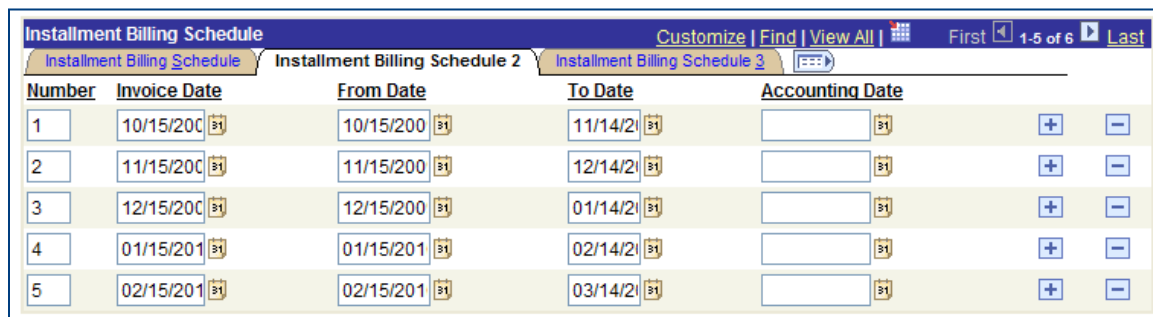
The screenshot shows the 'Installment Billing Schedule' tab expanded. It displays a table with columns: Number, Generate Date, Invoice, Installment Amount, and Service Charge Amount. The table contains 5 rows of data, each with a date and the word 'NEXT' in the Invoice column. The Service Charge Amount column has plus and minus buttons.

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
1	10/10/20	NEXT		+ -
2	11/10/20	NEXT		+ -
3	12/10/20	NEXT		+ -
4	01/10/20	NEXT		+ -
5	02/10/20	NEXT		+ -

Figure 22. Installment Billing Schedule Tab Expanded

## Installment Billing Schedule 2 Tab Expanded:

This tab displays the invoice date, and the accounting date, once the invoice has been posted to the GL.



The screenshot shows the 'Installment Billing Schedule 2' tab expanded. It displays a table with columns: Number, Invoice Date, From Date, To Date, and Accounting Date. The table contains 5 rows of data, each with specific dates for Invoice Date, From Date, To Date, and Accounting Date. The Accounting Date column has plus and minus buttons.

Number	Invoice Date	From Date	To Date	Accounting Date
1	10/15/20	10/15/20	11/14/20	
2	11/15/20	11/15/20	12/14/20	
3	12/15/20	12/15/20	01/14/21	
4	01/15/21	01/15/21	02/14/21	
5	02/15/21	02/15/21	03/14/21	

Figure 23. Installment Billing Schedule 2 Tab Expanded

## Participant Notes:

### Installment Billing Schedule 3 Tab Expanded:

This tab displays the date the actual invoice is generated. If the invoice has been generated, you can select the **View Header Details** button to navigate directly to the bill header.

Installment Billing Schedule			
Installment Billing Schedule		Customize   Find   View All	First 1-5 of 6 Last
Installment Billing Schedule 2		Installment Billing Schedule 3	
Number	Generated	Generated Date	
1	N	+	-
2	N	+	-
3	N	+	-
4	N	+	-
5	N	+	-

Figure 24. Installment Billing Schedule 3 Tab Expanded



### Walkthrough/Activity

We will now complete Activity 9: Entering an Installment Bill Schedule in your Activity Guide.

### Topic 4: Running the Generate Installment Bill Process

- You can generate installment bills after the bill template and the bill schedule are defined. You also need to ensure that the status of the installment bill template is set to **RDY** (Ready).
  - Installment bills are created when you run the Generate Installment Bills process. The Generate Installment Bills process enables you to generate recurring bills according to billing cycle ID, invoice ID, or customer ID.
- After the process has been run to success, return to the installment bill schedule page to verify on the **Installment Billing Schedule 3** tab that the invoices have been generated (Y)

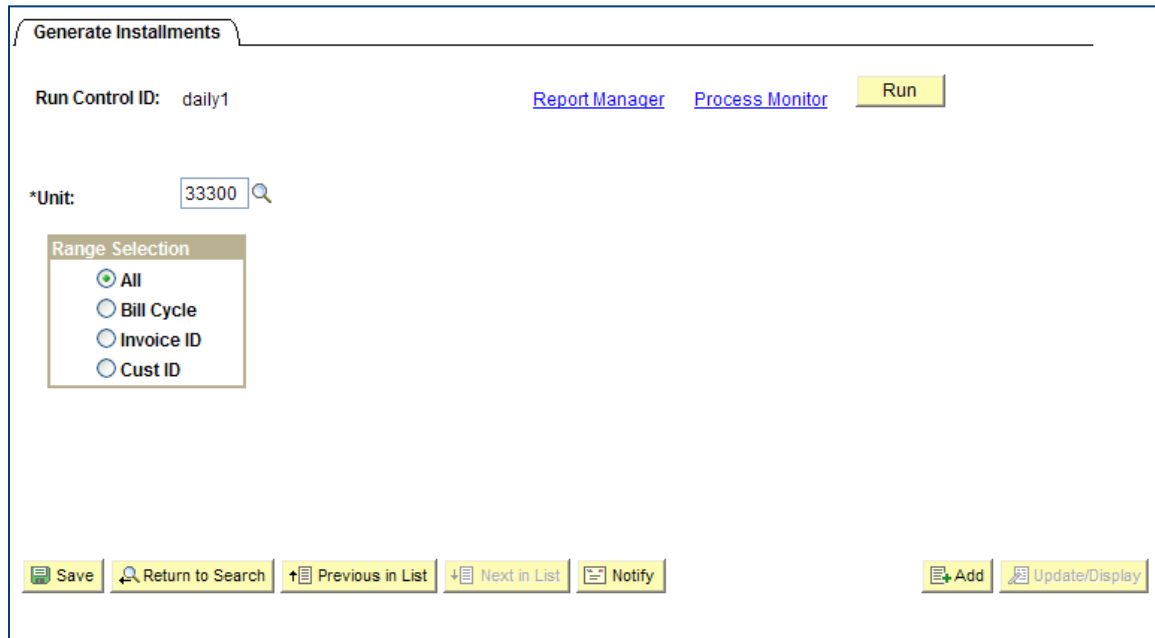
---

### Participant Notes:

### Generate Installments Page:

Use this page to enter the request parameters. These parameters are used to define the processing rules and data to be included when the process is run.

Page Name	Navigation
Generate Installments	Billing > Maintain Bills > Create Installment Bills



The screenshot shows the 'Generate Installments' page. At the top, there's a tab labeled 'Generate Installments'. Below it, the 'Run Control ID' is set to 'daily1'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below the 'Run Control ID' is a field for '\*Unit:' with the value '33300' and a search icon. Underneath is a 'Range Selection' box with four radio buttons: 'All' (selected), 'Bill Cycle', 'Invoice ID', and 'Cust ID'. At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Figure 25. Generate Installments Page



### Walkthrough/Activity

We will now complete Activity 10: Running the Generate Installment Bill Process in your Activity Guide.

### Participant Notes:



## AR353: Creating and Processing Billing Participant Guide

Statewide Management, Accounting and Reporting Tool



### Lesson Review

In this lesson, you learned:

- To define an installment bill plan
- How to enter an installment bill
- How to build an installment bill schedule
- How run the generate installment bill process



### Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Glossary  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Accounts Receivable and Billing Business Process Flows  
<http://www.da.ks.gov/smart/training/coursematerials/>
- SMART Accounts Receivable and Billing Job Aids  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Department of Administration Accounts and Reports  
<http://www.da.ks.gov/ar/>

---

**Participant Notes:**



## Lesson 6: Researching Bills

### Objectives

Upon completion of this lesson, you will be able to:

- Research non-invoiced bills
- Research non-invoiced bill lines

### Topic 1: Researching Bills Overview

- SMART Billing enables you to search for bills by specifying criteria. You can search for a single bill, a group of bills, a single bill line, or a group of bill lines.
- **Bill Search** and **Bill Line Search – Not Invoiced** pages enable you to search for bills and lines not invoiced. These pages enable you to modify information.
- You can also use the **Bill Search** and **Bill Line Search** pages to search for any bill or bill lines, regardless of status. With these pages, you can only view bill and bill line information.

### Topic 2: Researching Non-Invoiced Bill Lines

- SMART enables you to search for bills and bill lines based on a search criterion. When searching for a non-invoiced bill line, you can review and update information.

#### Bill Line Search:

Use this page to search for any non-invoiced bill lines.

Page Name	Navigation
Bill Line Search	Billing > Locate Bills > Bills Not Invoiced

---

### Participant Notes:

Bill Line Search

Unit: 33300 Invoice: 0000678642 Type: AM

Bill To: 0000050036 We Ship Express Stat: NEW

Date: Contract: Currency Option: Transaction Currency

Sort: S

1 To 1 Of 1

0.000 / 0.000 USD

Find	View All	First	1 of 1	Last					
Bill Lines									
Sel	Line	Seq	Identifier	PO	Chrg Frr	Net Ext	Discount	Surcharge	Tax
<input type="checkbox"/>		1				0.000			

[Summary](#)
[Header Info 1](#)
[Address](#)
[Copy Address](#)
[Header Notes](#)
[Bill Search](#)

[Line Info 1](#)
[Tax](#)
[Accounting](#)
[Discount/Surcharge](#)
[Line Notes](#)

[Return to Locate Bills](#)

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Refresh](#)

Figure 26. Bill Line Search Page



### Walkthrough/Activity

We will now complete Activity 11: Researching Non - Invoiced Bill Lines in your Activity Guide.

### Topic 3: Researching Non-Invoiced Bills

- In SMART Billing, you can search for bills by specifying a search criterion. This enables you to review only those bills that meet your requirements. When searching for a non-invoiced bill, you can review and update information.

---

### Participant Notes:

### Bill Summary Info Page:

Use this page to review bill summary information.

Page Name	Navigation
Bill Summary Info	Billing > Locate Bills > Bills Not Invoiced > Bill Selection > Summary Link

Bill Summary Info
Bill Summary Info 2

Unit:	33300	Invoice:	0000678607	Invoice Date:	09/16/2009
Gross Extended Amount:	1,900.00	Customer:	0000050037	Muriah Baker	
Total Discounts:	0.00	Invoice Type:	Regular		
Total Surcharges:	0.00	Bill Type:	CA CONTRACTS		
Net Extended Amount:	1,900.00	Bill Source:	CONTRACTS Contracts		
Total VAT Amount:	0.00	Bill Status:	NEW		
Total Taxes:	0.00	Template:	Recurring Bill		
Total Invoice Amount:	1,900.00	Consol Hdr:	No		
Forward Bal:	0.00	Bill By ID:			
Paid Amount:	0.00	Due Date:			
Total Due:	1,900.00	Date Bill Added:	09/16/2009 5:20PM		

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

[Return to Locate Bills](#)

Figure 27. Bill Summary Info Page



### Walkthrough/Activity

We will now complete Activity 12: Researching Non-Invoiced Bills in your Activity Guide.

### Participant Notes:





## AR353: Creating and Processing Billing Participant Guide

Statewide Management, Accounting and Reporting Tool



### Lesson Review

In this lesson, you learned:

- Key concepts of Researching Bills
- How to research non-invoiced bills
- How to research non-invoiced bill lines



### Additional Resources

The following are additional resources that provide more detail about the topic we have covered:

- SMART Glossary  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Accounts Receivable and Billing Business Process Flows  
<http://www.da.ks.gov/smart/training/coursematerials/>
- SMART Accounts Receivable and Billing Job Aids  
<http://www.da.ks.gov/smart/training/coursematerials/>
- Department of Administration Accounts and Reports  
<http://www.da.ks.gov/ar/>

---

**Participant Notes:**



## AR353: Creating and Processing Billing Participant Guide

Statewide Management, Accounting and Reporting Tool



### Lesson 7: Processing Pro Forms and Reconciling Non-Invoiced Bills

#### Objectives

Upon completion of this lesson, you will be able to:

- Process and print Pro Forms

#### Topic 1: Process Pro Forms

- A Pro Forma is a preview of Billing invoice that can still be modified
- A Pro Forma is identical to an invoice except for two things: the word "Pro Forma" appears at the top of the page instead of "Invoice," and the estimated due date is printed instead of the actual due date. You can generate a Pro Forma before or after bills are in the *RDY* state, since you are producing a "sample" invoice. Printing Pro Forms enables you to review and correct errors before bills are invoiced.

Page Name	Navigation
Non-Consolidated Pro Forma	Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

The first time you generate a Pro Forma invoice, you will "Add a New Value" to create a Run Control ID. You can reuse the Run Control ID for future Pro Forms.

---

#### Participant Notes:

**Pro Forma**

[Find an Existing Value](#)
[Add a New Value](#)

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Figure 28. Pro Forma – Add a New Value Page

**Pro Forma**
[Print Options](#)

Run Control ID: PrintProForma\_DP
[Report Manager](#)
[Process Monitor](#)

Language: 
☒ Specified ☐ Recipient's

**Selection Parameters**
[Find](#) | [View All](#)
First  Last

Seq Nbr:

**Invoice Date Option**

☒ Processing Date ☐ User Defined

**Range Selection**

☐ All ☒ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

From Business Unit:

To Business Unit:

From Invoice:

To Invoice:

[Return to Non-Consolidated](#)

[Pro Forma](#) | [Print Options](#)

Figure 29. Pro Forma Page

## Participant Notes:



## AR353: Creating and Processing Billing Participant Guide

Statewide Management, Accounting and Reporting Tool




Field	Description
Range Selection	Use this field to select the range type.
From/To Invoice	Use this field to enter the <b>From</b> and <b>To Invoice Numbers</b> for the Pro Formas you wish to process and print
Bills To Be Processed Icon 	Use this icon to view and verify the listing of bills to be processed as part of the pro-forma process. This should be done after all the parameters have been entered.
Run Button	Click to run the Pro Forma process

Table 15. Pro Forma Page Elements


---

**Participant Notes:**


**Process Scheduler Request**

User ID: ARPILOT01 Run Control ID: PrintProForma\_DP

---

Server Name:  Run Date:  

Recurrence:  Run Time:

Time Zone:  

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	PDF	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	<a href="#">Proforma &amp; Print</a>	BIJOBP01	PSJob	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Proforma Final/Print w/Crystal</a>	BIJOBP51	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/SQR</a>	BIPJ10	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Grants Invoice w/SQR</a>	BIPJ20	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print SF1080/81 Invoice w/SQR</a>	BIPJ30	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/Crystal</a>	BIPJ40	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/XML Publisher</a>	BIPJ50	PSJob	(None)	(None)	<a href="#">Distribution</a>

Figure 30. Process Scheduler Request Page

Field	Description
Server Name	Select server
Select	Click to select process
Description	<b>Proforma &amp; Print</b> describes Process Name
Process Name	Process Name for Proforma & Print is <b>BIJOBP01</b>
Type	Select Web from drop down list
Format	Select PDF from drop down list
Click the OK button after completing the above fields	

### Participant Notes:

Clicking OK on the Process List page returns you to the Pro Forma Page. The next step is to click the Process Monitor link to access the Process List page.

Process List **Server List**

View Process Request For

User ID: ARPILOT01

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance:  to

Run Status:

Distribution Status:

☒ Save On Refresh

Process List

Customize | Find | View All |

First  1 of 1  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	18767		PSJob	<a href="#">BIJOBP01</a>	ARPILOT01	03/09/2010 8:08:02AM CST	Success	Posted	<a href="#">Details</a>

[Go back to Pro Forma](#)

Save

Notify

[Process List](#) | [Server List](#)

Figure 31. Process List Page

Field	Description
Refresh button	Click until Run Status is "Success" and Distribution Status is "Posted"
Instance	Number created for each process request
Process Name	Process Name for Proforma & Print is BIJOBP01
Click the Process Name <b>BIJOBP01</b> link for your process instance	

### Participant Notes:

## Process Detail


Process Name: BIJOBP01


Refresh


Main Job Instance: 18767


Left | Right


---



[18767 - BIJOBP01 Success](#)



[18768 - BIIVC000 Success](#)



[18769 - BI\\_IVCEXT Success](#)



[18775 - BISPJ00 Success](#)



[18778 - BIIVCPN Success](#)



[18779 - BIIVCLN Success](#)



[18780 - BIIVCPNA Success](#)



[18770 - BI\\_PRNXPN01 Success](#)



[18776 - BICPJ00 Success](#)


[18777 - BICPJA00 Success](#)


[18771 - BISLSUM Success](#)



[18772 - BICLSUM Success](#)


[18773 - BIGIVCPN Success](#)


[18774 - BISF108X Success](#)

Return

Figure 32. Process Detail Page

Click the **BISPJ00** Success button  to expand that level and show the process details.

Then click the **BIIVCPN** Success link

---

## Participant Notes:

## Process Detail

Process	
Instance:	18778
Type:	SQR Report
Name:	BIIVCPN
Description:	Print Portrait Invoices
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: PrintProForma_DP	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSNT	
Recurrence:	

Date/Time	Actions
Request Created On: 03/09/2010 8:12:10AM CST	<a href="#">Parameters</a> Transfer
Run Anytime After: 03/09/2010 8:08:02AM CST	<a href="#">Message Log</a>
Began Process At: 03/09/2010 8:13:15AM CST	Batch Timings
Ended Process At: 03/09/2010 8:13:27AM CST	<a href="#">View Log/Trace</a>

Figure 33. Process Detail Page

Click the View Log/Trace link

## Participant Notes:



**View Log/Trace**

**Report**

Report ID: 11931      Process Instance: 18778      [Message Log](#)

Name: BIIVCPN      Process Type: SQR Report

Run Status: Success

Print Portrait Invoices

**Distribution Details**

Distribution Node: PSNT1      Expiration Date: 03/16/2010

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">BIIVCPN_18778.PDF</a>	4,869	03/09/2010 8:13:27.000000AM CST
<a href="#">BIIVCPN_18778.out</a>	0	03/09/2010 8:13:27.000000AM CST
<a href="#">SQR_BIIVCPN_18778.log</a>	1,488	03/09/2010 8:13:27.000000AM CST

**Distribute To**

Distribution ID Type	*Distribution ID
User	ARPILOT01

Figure 34. Process Detail Page

Click the link for the PDF document containing your process instance number to access the requested Pro Forma invoice(s).



### Walkthrough/Activity

We will now complete Activities 13 and 14: Processing and Printing Pro Forma in your Activity Guide.

### Lesson Review

In this lesson, you learned:

- How to process and print Pro Forms

### Participant Notes: